

“Unofficial” Trainee Worksheet

When an applicant does not qualify for a classification, and a trainee progression is not listed in the State Salary Plan, in some instances an “unofficial” trainee progression may be created.

This worksheet is to be submitted to the DHHS Classification/Compensation Section when making your request. The employee’s application must accompany your memorandum.

I. Agency: _____
 Name: _____
 Classification/Position Number: _____
 Required Training & Experience: _____

II. Creditable experience of the applicant:
 [JOB TITLE] [EMPLOYER] [MO./YR-.MO/YR.] [YRS./MOS.EXP.]
 [JOB TITLE] [EMPLOYER] [MO./YR-MO./YR.] [YRS./MOS.EXP.]
 [JOB TITLE] [EMPLOYER] [MO./YR-MO./YR.] [YRS./MOS.EXP.]
 ETC.

Total creditable experience [YRS./MOS.EXP.]

Required training and experience [YRS./MOS.EXP.]

Total time employee lacks towards qualifying [YRS./MOS.EXP.]

Note: Upon approval of the “unofficial” trainee progression, the following information must be included in the text of the PD 105:

This employee lacks [YRS./MOS.] experience to qualify for the classification of the _____. He/she will be working as an “unofficial” trainee until he/she obtains the required training and experience for the class at the following progression approved by OSP.

	EOD	\$	_____	SG	_____	Step	_____
	6 months:	SG	_____	Step	_____		
1	12 months:	SG	_____	Step	_____		
	18 months:	SG	_____	Step	_____		
	24 months:	SG	_____	Step:	Minimum (when qualifies)		